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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
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**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #3**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director  
Grants Coordination and School Support

DATE: October 27, 2004

SUBJECT: **Point of Service Record Retention**

Daily counts of the number of meals/snacks served to enrolled children, taken at the point of service, must be recorded and maintained by all institutions. Point of service is defined as seeing and recording the child who is consuming the meal/snack **at the time it is served**. The point of service meal/snack attendance records must contain the number of meals/snacks served to enrolled children by each meal type and by income eligibility categories. These **original** records of meal/snack attendance must be retained in the institution files. Records are not to be copied.

Daily counts of meals/snacks served to "program adults" participating in the center's food service and any other non-enrolled persons must also be separately recorded. Although not claimed for reimbursement, costs of these meals are part of food costs reported by the institution.

All program records must be maintained for a minimum of three (3) years **after** the end of the fiscal year to which they pertain.

**Please keep this memo on file or in a notebook for quick and easy reference.**

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